

Applying for Certification Preceptorship

[Reference: Section 73-6-14(1)]

- **Purpose**

The purpose of this Chapter is to establish standards, qualifications, and responsibilities for interns, preceptors, and accredited chiropractic colleges which participate in the Chiropractic Undergraduate Preceptorship Program pursuant to Section 73-6-14 (1) of the Mississippi Chiropractic Practice Act.

- **Definitions**

The following words and terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

“**Accredited chiropractic college**” means a chiropractic educational institution which is accredited by the Commission on Accreditation of the Council on Chiropractic Education, a national, independent accreditation body recognized and approved by the U.S. Department of Education.

“**Act**” means the Mississippi Chiropractic Practice Act, 73-6-1 through 73-6-34.

“**Board**” means the Board of Chiropractic Examiners.

“**Licensee**” means a person who holds an original license to practice chiropractic in this state.

“**Experience**” or “**Practicum education experience**” means the specific education program developed for an intern under the on-site supervision of a preceptor.

“**Intern**” means a student at an accredited chiropractic college who participates in the program.

“**Preceptor**” means a chiropractor who participates in the program and provides on-site supervision and evaluation of an intern in a clinical setting for hands-on training.

“**Program**” means the Chiropractic Undergraduate Preceptorship Program.

- **Preceptor; application to the Board**

A chiropractor who desires to participate in the program as a preceptor shall make application to the Board, on a form prescribed by the Board, for approval as a preceptor. If the Board finds that said chiropractor meets the standards and qualifications set forth in 15.5 and 15.6 below, the application shall be approved by the board and said chiropractor shall be notified of such approval in writing by the Executive Secretary of the Board. If the application is disapproved by the Board, said chiropractor shall be notified by the Executive Secretary of the Board of such disapproval together with the reason or reasons therefore fully stated in writing.

- **Intern; application to the Board**

A student at a CCE-accredited chiropractic college who is in his or her last academic year and who desires to participate in the program as an intern shall make application to the Board, on a form prescribed by the Board, for approval as an intern.

- (1) The application shall be accompanied by:
 - (a) Certification by an official of the student's college that the student has satisfactorily completed the prerequisite portion, as determined by the college, of the curriculum at the college to qualify said student for participation as an intern in the Program; and
 - (b) A money order or cashier's check, payable to the Board, in the amount of Fifty Dollars (\$50.00), as payment of the application fee, which shall not be refundable under any circumstances.

- **Experience planning**

The organization, content, duration, and weekly schedule of each intern's Practicum Education Experience shall be jointly developed by the designated representative of the intern's college and the preceptor at least one month prior to the beginning of the Experience.

- **Standards and qualifications for a preceptor**

A chiropractor who desires to participate in the program as a preceptor shall meet the following standards and qualifications:

- (1) hold an original license and current renewal license;
- (2) have a minimum of five (5) years of experience as a practicing chiropractor and with no disciplinary action for the preceding three (3) years;
- (3) have a chiropractic practice with a minimum of fifty (50) patient visits per week;
- (4) have a chiropractic office, clinic, or facility with a professional appearance. Such office, clinic, or facility must be approved in writing by the intern's college and shall be subject to the approval and inspection by the Board of Chiropractic Examiners;
- (5) utilize the following procedures in chiropractic practice:
 - (a) taking a patient's medical history,
 - (b) physical examination of a patient, and
 - (c) diagnostic procedures where indicated;
- (6) have current, valid malpractice insurance, which shall include under its coverage the intern;
- (7) the ability to supervise no more than one (1) intern per semester; and
- (8) register with the Board on a Board-approved application form.

- **Responsibilities of preceptor**

A preceptor shall have the following responsibilities to the intern, the intern's college, and the Board:

- (1) to confer with the designated representative of the college prior to the beginning of each experience to develop the organization, content, duration, and weekly schedule of the intern's experience;
- (2) to maintain complete records of the intern's performance and provide an evaluation to the college on a form provided by the college and approved by the Board;
- (3) to permit, upon reasonable request, an inspection by the college or the Board, or both, of:
 - (a) the preceptor's chiropractic office, clinic, or facility,
 - (b) services available for the experience,
 - (c) the intern's records, and
 - (d) any other items related to the experience;
- (4) to submit in writing to the college the name and professional credentials of all persons who assist with the experience at the preceptor's office, clinic, or facility;
- (5) to notify the college and the Board of any change of a preceptor;
- (6) to provide a detailed list of the intern's duties in the preceptor's chiropractic office, clinic, or facility to the intern, the college, and the Board;
- (7) to provide the intern with a schedule of weekly office hours with a minimum of twenty-five (25) hours per week; and
- (8) to provide immediate, on-site preceptor supervision of the intern if the intern is allowed to provide or assist in the provision of any therapeutic services or procedures, including, but not limited to, chiropractic adjustments.

- **Responsibilities of intern**

An intern shall have the following responsibilities to the intern's college, the preceptor, and the Board:

- (1) to provide a current telephone number and address of his location in the state to the preceptor and the Board within a reasonable time after arrival, and to provide any change of telephone number or address to the preceptor and the Board within twenty-four (24) hours after any such change;
- (2) to complete any appropriate forms requested by the college or the Board;
- (3) to serve an intern for the period of time specified by the college for the purpose of augmenting his competence in all areas of the practice of chiropractic;
- (4) to follow all policies and procedures of the preceptor's chiropractic office, clinic, or facility;
- (5) to wear proper attire at the preceptor's chiropractic office, clinic, or facility;

- (6) to provide his own transportation and living arrangements;
- (7) to report to the preceptor on time, and
- (8) to refrain from submitting for publication any material related to the experience without prior written approval of the preceptor and the college.

- **Responsibility of the college**

An intern's college shall have the following responsibilities to the intern, the preceptor, and the Board:

- (1) to provide the complete name, biographical data (including work experience) and a report of the Health status of the intern to the preceptor at least one (1) month before the beginning date of the experience;
- (2) to supply any additional information related to the experience required by the preceptor prior to the arrival of the intern;
- (3) to assure that the intern has satisfactorily completed prerequisite portion, as determined by the college, of the curriculum at the college and disclose to the preceptor the nature and extent of such prerequisite position;
- (4) to designate a faculty member at the college as the college's designated representative, who shall jointly develop with the preceptor the organization, content, duration, and weekly schedule of the intern's experience;
- (5) to enforce rules and regulations governing the intern's conduct that are mutually agreed upon by the college and the preceptor, which rules and regulations shall include requirements that the intern:
 - (a) abide by all the policies and procedures of the preceptor's chiropractic office, clinic, or facility; and
 - (b) be well-groomed in appearance and courteous, at all times, in his relations with the preceptor's patients, the preceptor's staff, and the public;
 - (c) to terminate an experience and remove the intern upon request of the preceptor for just cause; and
 - (d) to maintain and provide the Board, upon request with a copy of all records pertinent to the intern's experience.

- **Miscellaneous provisions**

- (1) An intern shall be allowed to perform only those duties which are lawful and ethical in the practice of chiropractic in Mississippi.
- (2) Any incident reports related to an intern's experience shall be maintained by the preceptor and shall be the sole property of the preceptor, except as may be otherwise provided by law; provided, however upon receipt of a written request by the intern's college or the Board, the preceptor shall provide to the college or the Board a copy of such report.

- (3) A preceptor may request an intern's college to withdraw from an experience any intern:
 - (a) whose performance, conduct, demeanor, or willingness to cooperate with co-workers or to serve patients in unsatisfactory;
 - (b) whose personal characteristics prevent desirable relationships with the preceptor's chiropractic office, clinic, or facility; or
 - (c) whose health status is a detriment to the intern's experience.
- (4) A preceptor shall not be liable for the payment of any wage, salary, or compensation of any kind for services performed by any instructor, supervisor, or other person associated with the intern's college, and a preceptor shall not be required to cover any such person in any manner under his Worker's Compensation insurance policy.
- (5) In an emergency, as determined by a preceptor in his sole discretion, said preceptor shall have the right to summarily relieve an intern from a specific assignment or to summarily request an intern to leave the preceptor's chiropractic office, clinic, or facility, pending determination of the intern's future assignment by the intern's college.

MISSISSIPPI STATE BOARD OF CHIROPRACTIC EXAMINERS
P. O. DRAWER 775
LOUISVILLE, MS 39339

Phone: 662.773.4478

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Preceptorship/Intern Application

I, _____, _____ of _____
(Name) (SSN#) (Street or Box)

(City) (State) (Zip Code)

On this _____ day of _____, 20__ hereby apply for internship with the preceptorship program.

In compliance with said laws, rules and regulations, I hereby make under oath the following statements:

1. My age is _____ years; my birth date is _____, 19 _____. My physical characteristics are: weight _____ lbs; height _____ ft. _____ in.; color of hair _____, color of eyes _____; male or female _____
2. Are you a citizen of the United States? _____
3. Were you in the military service? _____ Branch _____
Type of discharge _____
4. Which chiropractic college are you now attending? _____
Anticipated date of graduation _____
5. Have you ever been convicted of a felony? _____ If yes, give date, place where actions were taken and courts involved. (Attach all pertinent information).

6. General Education

	Years Attended	Graduation
Colleges _____	_____	_____
Chiropractic Colleges _____	_____	_____

7. Give dates of matriculation into chiropractic college: _____
8. Do you hold any other healing art licenses? _____
9. Do you claim to practice, or be qualified to practice any method or system or healing other than Chiropractic? _____
10. Do you promise to support and agree to abide by the laws of the state of Mississippi pertaining to the practice of preceptorship/intern program and such rules and regulations of the Board of Chiropractic Examiners, to conduct yourself ethically and honorably as intern; and to observe the health laws and regulations of the state of Mississippi? _____
11. I understand that any knowingly false statement(s) made in this application will subject me to rejection of application of cancellation of internship for using fraudulent information against the state of Mississippi.

All the above statements are true and correct to the best of my knowledge and belief.

STATE OF _____)
) ss. _____
COUNTY OF _____) (Sign full name)

Before me personally appeared _____ of lawful age, to me known to be the identical person who signed the foregoing application, and being by me first dully sworn on oath states that all the foregoing statements are true and correct to the best of his knowledge and belief.

My commission expires _____, 20_____
(Notary Public)

(Seal)

Certification by an official of the student's college that the student has satisfactorily completed the prerequisite portion, as determined by the college, of the curriculum at the college to qualify said student for participation as an intern in the program.

Please print name and title

Date

A money order, certified check, or cashier's check payable to the Mississippi Board of Chiropractic Examiners, in the amount of fifty (\$50) dollars, shall not be refundable under any circumstances.

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**For Mississippi Board of Chiropractic Examiners Use Only:**

Name of Preceptor Doctor: \_\_\_\_\_